

East Boston Camps Master Plan Committee
Minutes of November 10, 2005
7:30AM

Millennium School Administration – Conference Room A

The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of November 10, 2005.

A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office.

A set of these minutes are also available in the Town Manager's Office.

Members Present: Board of Selectmen – Dini Healy-Coffin (left 8:20AM), Citizen Representatives: George Fletcher, Angela Harkness, Kirk Ware; Parks & Recreation Commission – Mary Ellen Tynan; Water Commission – Leslie Thomas (7:50AM) and Westford Land Preservation Foundation – Nancy Rosinski
Present: Town Manager – Steve Ledoux, Assistant Town Manager – Norman Khumalo, Parks, Recreation, & Cemetery Director – Patricia Savage

Visitors: Scott Hazelton (CPC), Paul Cully, Peter Severance

The meeting was called to order at 7:35AM by Chair Kirk Ware

AGENDA

- Approval of Minutes
 - October 27, 2005 – approved as corrected
- New Business
 - Request For Proposal (RFP) – Master Planner – Norman Khumalo
Kirk Ware - The draft RFP for a planning consultant was sent via E-mail late yesterday. Norman will give an overview and the RFP will be discussed at the next meeting.
 - Norman Khumalo – The draft RFP is a works in progress and changes can be made upon complete review by the EBMPC. He reviewed the RFP highlighting some of the issues being addressed.
 - The Consultant will be directed by the Committee
 - Background of the consultant is defined and includes “having an exceptional background and track record promoting and sustaining a high degree of citizen participation, active involvement of elected officials, boards, and commissions as well as participation by non-governmental groups; and shall have had success with similar projects.”
 - Key planning challenges – public meeting process
 - Pages 3-4 details the public meeting process leading up to the purchase, and lists the accomplishments of the EBMPC. This section of the RFP includes a listing of available reports.
 - The Selection Criteria (pg 5 #4): The EBMPC has the right to select or reject proposals. The selection of the consultant is based on eight criteria items.
 - Scope of Service: work as defined by the EBMPC, includes the public process. The eleven elements of a master plan (previous handout from Norman 10/13) were briefly defined.

Nancy Rosinski asked what detail is expected from the Consultant; for example under Land Resources is the flagging of the wetlands part of the work. Norman Khumalo- no, that would not be part of the scope of the work and the same applies to other resources (environmental, water, woodlands, wildlife, plants). Norman continued summarizing the components of the RFP answering several questions for clarification.

[business/marketing plan; financial plan – custodial costs, forest management; governance of entire site to include the camp; process for evaluating; cost – whether to list a range or not to exceed a specified amount]. Who would answer questions – Steve as the Town's Procurement Official.

Nancy – Ron Johnson is completing a base line report that could be included in the documents listing; the compilation of the report is continuing and Ron can be invited to the next meeting to give an update.

Changes/additions to RFP

Water Grant added to the last paragraph in the introduction.

Under similar experience add sample of work on projects of similar size and scope of this project.

The Committee discussed meeting next week to finalize the discussion on the draft RFP. The Committee agreed to meet on Tuesday, November 15, 2005 7:30AM.

- Remaining items to pursue in parallel to the Master Planner work
 - Camps RFP
 - Brainstorming options for permanent management/care/custody of property
 - Camp building survey

Kirk – with a consultant on board, part of the task is identifying areas we wish to continue in addition to the work with the consultant.

Leslie asked if Nancy could give a synopsis of the “camp” RFP

Nancy – the walk through of the property has taken place; she believes it is important to get the RFP “out there”; she does not see this RFP as part of the job of the consultant.

Leslie – did not think the RFP should be put out to interested parties without Town Meeting approval of the Master Plan; even with the condition of the need for Town Meeting approval included in the RFP it is not quite right and could present some problems

Mary Ellen Tynan – CPC would have a concern with anything going forward without Town Meeting approval of a Master Plan; it is yet to be determined who is going to be responsible

Angela - expressed the same concern or responsibility

Kirk - there are two separate tasks: 1. camp conditions 2. difficulty in providing a Master Plan for Annual Town Meeting (ATM) and may only provide information – how do we get all the information for ATM

Leslie – questioned the income from individual groups; camps are not a big money maker; the business plan should include other activities

Nancy – will finalize the RFP with input from the organizations who participated in the walk through.

Mary Ellen- who ultimately determines whether the cabins are inhabitable?

Kirk – we have a proposal from Centurion to assess the buildings, the cost for the proposal \$3,700

Nancy motioned, Leslie second

Motion: to accept the Centurion Group proposal to assess the condition of the buildings and to submit a written report of that assessment.

Approved 6-0 (absent: Brunelle, Healy-Coffin, Mahler)

Steve will work on an agreement in accepting the proposal.

Leslie requested that a future meeting brainstorm the permanent management of the property. She also asked about the opportunity to include a survey or document with the annual census (per Town Clerk e-mail).

Angela – there should be an update in the paper, information on the Logo contest, summary of committee's progress, kiosk project completion

- Kirk asked for any updates for ongoing projects:

Paul Cully has been researching sources for plastic for trail markings; shapes as well as colors – some individuals are color blind so shapes for trail designation would be beneficial

Mary Ellen – are we getting ahead of ourselves in marking trails? – again the promise to bring a Master Plan for Town Meeting approval for uses of and on the property

Paul – just gathering information on plastic; paint still works for marking trails

Angela – boxes with instructions for the logo contest have been dropped off at all schools

Kirk – survey is continuing

Peter Severance asked to address the Committee regarding the gates and access to Burges Pond. He had sample of signs (Mass. Dept of Conservation and Recreation) that could be posted to remind people to clean the boats. Would the committee entertain putting up the sign?

Nancy – if gate is locked that should not be a problem
No additional business.

NEXT MEETING TUESDAY, November 15, 2005

Meeting adjourned 8:55AM

Accepted and approved December 1, 2005